

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PRINTING OFFICE

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Quality Level III Letterheads and Flat Sheet Forms

as requisitioned from the U.S. Government Printing Office (GPO) by

Various Government Departments and Agencies

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning April 1, 2009 and ending March 31, 2010

MAIL OR TELEFAX REPLY REQUESTED: Please review these specifications and mail your reply to U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215 or telefax your reply to Columbus RPPO (614) 488-4577. **NO TELEPHONE BIDS WILL BE ACCEPTED.**

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time
March 17, 2009.

QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME. LATE QUOTES WILL NOT BE CONSIDERED.

BIDDERS PLEASE NOTE: Significant revisions have been made. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. NOTE: Revised Disputes Clause. Deleted option years. Added electronic files. Added requirement for Eagle Watermark. Revised "Distribution". Revised "Schedule of Prices".

Abstract is available on GPO Web Site at: <http://winapps.access.gpo.gov/ppd/abstracts/columbus/default.asp>.

BEFORE AWARD: ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL
Linda Price (614)-488-4616, extension 22

AFTER AWARD: REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR
Ted Mack (614)-488-4616, extension 21

NO COLLECT CALLS

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 08/02)).

GPO PUB. 310.2 IS AVAILABLE ON GPO WEB SITE AT

<http://www.gpo.gov/printforms/index.html>

GPO PUB. 310.1 IS AVAILABLE ON GPO WEB SITE AT

<http://www.gpo.gov/printforms/index.html>

REVISED GPO DISPUTES CLAUSE (06/08) IS AVAILABLE ON GPO WEB SITE AT

<http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III
- (b) Finishing Attributes -- Level III.
- (c) **EXCEPTIONS: Margins must be within (plus/minus) 1/32".**

Inspection Levels (ANSI/ASQC Z 1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Furnished Material/Approved Proofs
P-9. Solid and Screen Tint Color Match	Pantone Matching System

PAYMENT: Submit all vouchers to: Comptroller, STOP FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401. After award, at Government's option, the contractor must submit a copy of the print order (upon receipt of order), contractor's invoice and all mailing and/or delivery receipts (at time of invoicing) via e-mail to infocolumbus@gpo.gov or fax to 614-488-4577. One complete sample (at time of invoicing) may be required to be mailed to: US GPO; Columbus RPPO; ATTN: Program/Print Order Numbers; 1335 Dublin Road, Suite 112-B; Columbus, OH 43215.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order may be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the various Government Departments and Agencies. Orders may be issued under the contract from April 1, 2009 through March 31, 2010. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

DELIVERY/SHIPPING STATUS INFORMATION: The contractor is to use the GPO furnished form to report the delivery/shipment status on each order. The form is to be reproduced as needed by the contractor. This information **MUST** be furnished to GPO - Columbus, RPPO on each order. The information as contained on this form is to be faxed or called to the Columbus RPPO.

Fax Number (614) 488-9618
Telephone Number (614) 488-4616, extension 24
NO COLLECT CALLS

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of face only Quality Level III letterheads and flat sheet forms requiring such operations as copy pick-up, composition, reproducibles, printing, packing, and delivery.

TITLE: Quality Level III Letterheads and Flat Sheet Forms.

FREQUENCY OF ORDERS: Approximately 33 orders, up to 7 items may be placed on one order anticipate 39 items. Approximately 300 to 100,000 copies per order. Print face only. Based on last year's usage, anticipate the following:

	<u>Number of Items</u>	<u>Number of Copies</u>
Up to and including 4,999 copies:	6	500
	4	1,000
	5	2,000
5,000 to and including 19,999 copies:	3	5,000
	7	10,000
	1	15,000
20,000 to and including 100,000 copies:	3	20,000
	1	25,000
	2	32,000
	3	40,000
	1	50,000
	2	60,000
	1	75,000

NOTE: Orders for quantities less than 500 letterhead will allow for a minimum charge of 500 letterhead.

NO QUANTITY VARIATION ALLOWED.

TRIM SIZE: Up to and including 8-1/2 x 11" (majority of orders will be for 8-1/2 x 11").

GOVERNMENT TO FURNISH: Hard copy and electronic files.

HARD COPY: Camera copy, films, manuscript, seals and logos. Maximum size of furnished copy may be up to 17 x 11". Some reductions may be required.

ELECTRONIC FILES: Some orders will be furnished as electronic files. Files will be in PDF format.

ELECTRONIC PREPRESS: Immediately upon receipt and prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Columbus GPO Contracting Office prior to further performance.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary files formats other than those supplied, unless specified by the Government.

Delivery/shipping status report form.

Form 905 (R. 3/90) "Labeling and marking specifications".

GPO Form 2511, Print Order.

Blue Label and Selection Certificates.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

COMPOSITION: Type lines, rule lines, seals, and/or logos may require typesetting. Orders may require setting a few lines or require complete setting of a form, not to exceed 20 lines per order. Typeset as indicated on the individual print order or copy. Typeset in same or similar typeface. When contractor typesets the complete form, the created camera copy must be able to be used for press production and must be returned to the department with the manuscript.

REPRODUCIBLES: Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary files formats other than those supplied, unless specified by the Government.

PROOFS: When required, contractor to fax or e-mail proofs in a low-resolution .pdf file. Fax number and/or e-mail address will be provided on the individual print order.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications. Author's alterations (refer to page 10 (item 16) of GPO Contract Terms) and revised proofs may be required. Author's alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised proofs or make author's alterations.

The contractor must not print prior to receipt of an "Okay to Print".

NOTE: Whether or not the individual print order requests proofs, whenever manuscript copy is furnished, the contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted.

NOTE: Most orders will NOT require proofs. No additional charge will be allowed for proofs.

STOCK/PAPER: The specifications of all stock/paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

Color of stock/paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on stock/paper the color of which, in his opinion, materially differs from that of the color sample(s).

The individual print order will indicate the stock/paper required.

White Offset Book, basis size 25 x 38", 60 lbs. per 500 sheets, equal to JCP Code A60.

White 25% Rag Bond, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code G40.

NOTE: Eagle Watermark will be required when indicated on individual print order. The majority of orders will require the Eagle Watermark.

White Recycled 25% Rag Bond, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code G45.

NOTE: Eagle Watermark will be required when indicated on individual print order. The majority of orders will require the Eagle Watermark.

PRINTING: Print in one color of ink as indicated on the individual print order. Match Pantone number as indicated on the individual print order.

MARGINS: Margins will be as indicated on the print order or furnished copy. Margins must be within (plus/minus) 1/32". An occasional order may bleed, usually a rule line.

PACKAGING:

SHRINK-FILM WRAPPING: Some orders will shrink-film wrap. Chipboard or newsboard will be required on the bottom on all packages. Anticipate quantities will usually be for 100 or 500 copies per package. Shrink-film wrap in quantities as indicated on the individual print order.

BULK SHIPMENTS UNDER 120 POUNDS: Pack in suitable containers furnished by the contractor. Shipping containers are not to exceed 40 pounds when fully packed.

BULK SHIPMENTS 120 POUNDS AND OVER: Pack in shipping containers furnished by the contractor. Shipping containers are not to exceed 45 pounds when fully packed.

PALLETIZING: Contractor will be required to furnish pallets for bulk shipments in shipping containers when the containers fill 2 layers or more on the pallet. Except for size, pallets must conform with Federal Specifications NN-P-71c, dated September 10, 1973 and any amendments thereto, as follows:

Type III (4-way (partial), flush, assembled, nonreversible). Size 40 x 48". Full entry must be on the 48" width. Group II (medium density wood) or Group III (high density wood), at contractor's option.

Fasten with straps over edge protectors when the containers fill more than 1 layer on the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery. Maximum height (including pallet) 47". Pack flush to corners, no overhang permitted at any edge. Voids must be to the interior of the pallet. Pack with care. Loaded pallets may be stored 4 high at destination.

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area.

LABELING AND MARKING: Refer to Contract Terms and furnished Form 905. Some orders will require contractor to include stock and control numbers on labels as indicated on print order.

INSPECTION SAMPLES: When indicated on the print order, or otherwise requested, two samples shall be sent for inspection to the U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

- (a) Orders must be divided into equal sublots in accordance with the chart shown below. A random copy must be selected from each subplot. Copies must not be chosen from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
12,000 - 35,000	125
35,001 and over	200

- (b) These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the agency address indicated on the print order.
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished selection certificate, shall be included.
- (d) A copy of the Government-furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing voucher.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that samples were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination via traceable means to various locations. Delivery will usually be made to locations in Ohio, Kentucky, Indiana, Tennessee, Pennsylvania, Illinois, Virginia, and West Virginia, however, other locations may be required.

SHIPMENTS UNDER 120 POUNDS: Reimbursement will be made to the contractor upon receipt of the properly completed air bill or freight bill submitted with the contractor's invoice.

SHIPMENTS 120 POUNDS AND OVER: Reimbursement will be made in accordance with GPO "Schedule of Prices", "Distribution Charges" on page 14.

NOTE: The ship/delivery date indicated on the print order is the date products must be received at the destination specified on the print order regardless of total weight or method of distribution.

SCHEDULE: No definite schedule can be established at this time. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) to be picked up with furnished material.

The contractor will be required to pickup print order, copy, furnished material and proofs at various addresses in Ohio, Illinois, and West Virginia.

If agent picks up material, the contractor must provide an adequate supply of completed manifests (airbills) to the agency placing the orders, listing his firm as both the shipper and the consignee.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Based on prior year usage, the following is anticipated:

<u>Number of Workdays</u>	<u>Number of Orders</u>
6 to 10	8
11 to 15	18
16 to 30	7

Approximately 2 to 10 orders per month. Up to 5 orders may be placed on the same day with all orders being due to deliver at the same time.

NOTE: Proofs, when ordered, will be held up to 2 workdays from receipt at the address listed on the individual print order. Telephone notification of approval may be used for "OK to Print" or "OK to Print with corrections".

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers, total quantity delivered, number of cartons and quantity per carton, date delivery made, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's INVOICE for payment.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must deliver all material furnished by the Government along with any films made by the contractor (and created camera copy, when applicable), together with two printed samples of each job to the address indicated on the individual print order.

These materials must be packaged, properly labeled and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to pickup/return of materials/proofs and furnishing sample copies, must be borne by the contractor.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	(1)	(2)	(3)
(a)	15	11	13
(b)	170	1,000	5,140
II.	(a)	920	
	(b)	2,075	
	(c)	675	
	(d)	1,455	
	(e)	1,185	
III.	(a)	2	
	(b)	1,361	
IV.	1.	6	
	2. (a)	100	
	(b)	358	
	(c)	15	
	(d)	56	

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to various destinations.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices shall be all-inclusive, covering all materials and operations, for complete production in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

I. PRINTING AND CUTTING TO SIZE: The prices offered must be all-inclusive in accordance with these specifications and shall include the cost of all required materials and operations necessary for complete production and packaging for distribution except for Items II. Stock/Paper, III. Additional Operations, and IV. Distribution Charges.

NOTE: Orders for quantities less than 500 letterheads will allow for a minimum charge of 500 letterheads.

Printing in a single ink color on one side only:

	500 to <u>4,999</u> (1)	5,000 to <u>19,999</u> (2)	20,000 to <u>100,000</u> (3)
(a) Makeready and setup charge.....	\$ _____	\$ _____	\$ _____
(b) Running per 100 leaves.....	\$ _____	\$ _____	\$ _____

(Initials)

MAIL/TELEFAX THIS PAGE TO RPPO COLUMBUS, OHIO

SCHEDULE OF PRICES

II. STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any stock/paper required for makeready or running spoilage must be included in the prices offered.

Per 100 Leaves

- (a) White Offset Book (60 lbs.) equal to JCP A60..... \$ _____
- (b) White 25% Rag Bond (20 lb.) equal to JCP G40 (watermark required)..... \$ _____
- (c) White Recycled 25% Rag Bond (20 lbs.) equal to JCP G45 (watermark required) \$ _____
- (d) White 25% Rag Bond (20 lb.) equal to JCP G40 (no watermark) \$ _____
- (e) White Recycled 25% Rag Bond (20 lbs.) equal to JCP G45 (no watermark)..... \$ _____

III. ADDITIONAL OPERATIONS: Prices offered for the following operations must include the cost of all required materials and operations.

- (a) Typesetting.....per order..... \$ _____
- (b) Shrink-film Wrappingper package \$ _____

IV. DISTRIBUTION CHARGES: Prices offered must be all-inclusive, as applicable, and must include the cost of cushioned shipping bags, shipping bundles/containers, all necessary wrapping and packing materials, labeling or marking, and f.o.b. destination delivery in accordance with these specifications.

- 1. Pallets, per pallet..... \$ _____
- 2. Deliver F.O.B. Destination:
 - (a) Zone 1: All locations in Ohio.....per 10 pounds..... \$ _____
 - (b) Zone 2: All locations in Indianaper 10 pounds..... \$ _____
 - (c) Zone 3: All locations in Tennesseeper 10 pounds..... \$ _____
 - (d) Zone 4: All locations in West Virginiaper 10 pounds..... \$ _____

NOTE: Reimbursement for shipments of 120 pounds and over to locations not listed above will be made to the contractor upon receipt of properly completed airbill/freight bill submitted with the contractor's invoice.

(Initials)

MAIL/TELEFAX THIS PAGE TO RPPO COLUMBUS, OHIO

SCHEDULE OF PRICES

BIDDERS NAME AND SIGNATURE: Fill out and return via mail/telefax "Section 4. - Schedule of Prices", initial or sign in the space provided.

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS: _____ percent, _____ calendar days.
(Refer to Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

BIDDER: _____

(Street Address – City – State – Zip Code)

BY: _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(Fax Number)

CONTRACTOR CODE (if known): _____

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____

MAIL/TELEFAX THIS PAGE TO RPPO COLUMBUS, OHIO